PDSERF

(Political Disclosure Standard Electronic Reporting Format)

Description of the PDSERF file format

A PDSERF file is an ASCII text file that has the following characteristics:

⇨ Records are variable in length and terminate with ASCII Carridge Return and Line Feed (CRLF) characters. (Some programming environments recognize the CRLF characters as New Line or N/L characters.)

⇨ Each record begins with a 3-character "Segment Identifier". Eighteen (18) different Segment Identifiers have been defined. Segment ID's can be thought of as record type codes - they identify the nature of data that follows.

⇨ The fourth character is the delimiter character which is used to delimit (separate) any data which follows the 3-character Segment ID. The (^) carrot is a widely used delimiter - it does not appear in typical database name/address data, yet it is an easily identified character when the PDSERF file is viewed as text.

⇨ Segment Identifiers are usually followed by one or more parameters that are separated by delimiters. The content of the data in each parameter is defined by its relative delimited position following the Segment ID. Some data elements are further defined by Qualifier parameters. An example is the Name Segment which has a qualifier in the second parameter that is used to identify the what kind of name is represented (eg. Candidate, Committee, Treasurer ...).

⇨The use of segment identifiers and qualifiers with an ASCII text delimited file is patterned on EDI (Electronic Date Interchange) transaction sets used by government, business, and commerce. This particular format has been developed specifically to handle the needs of Political Disclosure Reporting and has been adopted by numerous state agencies as their standard.

Specific PDSERF coding requiremnts are dependant on the requirements of each State's particular types of filings. However, for each State that adopts PDSERF as its standard or Electronic Filing submission, the following generic PDSERF coding rules apply:

⇨ Cover (CVR), Summary (SUM), Schedule (SCH), and Schedule ID (SID) are known as "group" segments. The Segment Identifier indicates that other related segments will follow. For example, a Schedule ID Segment (SID) is followed by an unlimited repitition of NAM, ADR, MON, and EMP segments. The completion of a group of segments is indicated by a matching Segment Terminator such as CV/, SU/, SC/, or SI/. Trailing Segment Identifiers often have parameters that contain counts and totals which are used to confirm the integrity of the data within a group of segments.

⇨ There are a minimal number of requirements as to the placement of Segments within a PDSERF file. The first record must be a HDR (header) segment. The second segment must be a FIL (filing info.) segment. The third requirement is that a CVR segment immediately follow the HDR and FIL segments. The remaining segments following the CVR segment depend on the rules for the particular state and type of filing.

⇨ Sequences of NAM, ADR, MON, EMP, and BOX segment groups are always groupd with the NAM segment first. The order of the other ADR, MON, EMP and BOX segments is optional. In effect, the NAM segment serves as an indicator that the Address, Monetary, and Check-box information that   follows is related to that Name.

⇨ The Schedule (SCH & SC/) group is unique because it actually contains groups of Schedule ID (SID &   SI/) segment groups. Usage of the "Other" (OTH & OT/) segment group depends on the rules for the   particular state and type of filing.

Segment Identifiers

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ID    Data Element       Pos   Description / Examples

HDR   Segment ID          0    Header.  REQUIRED.  Must be first record.  All parameters
                               except Test code are REQUIRED.

      State/Agency        1    2-character state code REQUIRED.  Additional Disclousre
                               Agency identification optional.

      PDSERF Version #    2    Must be Version 1.0x as determined by State Agency.

      Money Format-cents  3    Indicates if Dollar/cent values contain explicit decimal (DEC)
                               or implied decimal points (NODEC).  Values: "DEC", "NODEC".

      Money Format-commas 4    Value must be "NOCOMMA"

      Date field format   5    Indicates format used for all date fields. Values:  MMDDYY,
                               MM/DD/YY, YYMMDD, YY/MM/DD, CCYYMMDD, MMDDCCYY

      OS File Name        6    Operating System name of this file.

      Electronic File ID  7    Filer's assigned ID number for Electronic Filing.  Use "TEST"
                               if not actual filing.

FIL   Segment ID          0    Filing info.  REQUIRED.  Must be second record.  All parms
                               REQUIRED except #7 Election Date.

      Form Name/Number    1    Form Name and/or Number designated by Agency.

      Submission Date     2    Date this PDSERF file is created.

      Committee ID Code   3    ID number assigned to Committee.

      Committee Name      4    Name of filing Committee.

      Reporting From Dt   5    Reporting Period From Date.

      Reporting To Date   6    Reporting Period To/Through Date. (if this electronic filing
                               is a report for a single day, this date will be same as
                               Date #5)

      Election Date       7    Date of Election this report is for (required on some state
                               filings).

CVR   Segment ID          0    Cover page segment.  Can be followed by any of the following
                               segments:  NAM, ADR, BOX, SUM, SUL, SU/, OTH, OT/

CV/   Segment ID          0    Cover page segment terminator.  REQUIRED if CVR segment is
                               coded.

SCH   Segment ID          0    Beginning of Scheduled information segments.  Followed by
                               one or more SID - SI/ packets.

SC/   Segment ID          0    Schedule segment end.  REQUIRED if SCH segment is coded.

      Schedule Count      1    Count of the number of different Schedules included within
                               the Schedule Segment.  REQUIRED.

      Schedule Names      2+   List of Schedule Names included within the Schedule Segment.
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ID	Data Element	Pos	Description / Examples
SID	Segment ID	0	Schedule page segment. Can be followed by any of the Following segments: NAM, ADR, MON, LON, BOX, SUM, SUL, SU/
	Schedule Name	1	Name of Schedule. REQUIRED.
	# amount columns	2	Number of dollar amount columns on the Schedule. REQUIRED.
	column qualifiers	3+	Identifying qualifiers for Schedule dollar amount columns. REQUIRED for each column. Values: RCV; FMV; PAY; OWE; YTD; CUM; PRM; PLG.
SI/	Segment ID	0	Schedule page segment end. REQUIRED if SCH segment is coded.
	Schedule Name	1	Name of Schedule. REQUIRED.
	# of items	2	Count of items or rows reported on the Schedule. REQUIRED.
	column totals	3+	Totals for each Dollars column in Schedule. REQUIRED
NAM	Segment ID	0	Name. Must precede any ADR, MON, EMP or BOX Segments.
	Name	1	Name
	Name Qualifier	2	Optional. Values: (refer to Name Qualifier Table)
	Name ID	3	Depends on Requirements (e.g. Committee ID #)
	Parsing Character	4	Optional. ASCII character used to separate name into componants as required by the filing agency. Typically names of people will be separated into Last Name / First Name. Names of organizations, PACs, etc. which are not parsed will not have a parsing character. Suggested parsing character is an ASCII 186 which looks like a vertical bar. It must be a character other than the delimiter used to separate data fields within the PDSERF record itself.
ADR	Segment ID	0	Address
	Address Lines	1-3	Address Lines 1, 2, 3. Street, PO Box, etc. Last line given should be the postal delivery address.
	City	4	City
	State	5	2-character State Code
	Zip Code	6	Zip Code (5-digit or Zip+4 formats OK)
	Phone Number 1	7	Phone number in any format.
	Phone Number 2	8	2nd phone number in any format.
MON	Segment ID	0	Money (Dollars)
	Date 1	1	Date of dollar amount (format specified in HDR). Often date received, paid, loaned, etc. as required by the agency for the particular schedule in which this segment is used.
	Amount(s)	2-7	Dollar amounts (format specified in HDR). Positions 2-7 correlate to column qualifiers in the SID segment.

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ID    Data Element       Pos   Description / Examples

      Check Number        8    Check Number.

      Amount Code         9    Code describing nature of Amount. (T=Travel, G=General, etc.)

      Amount Description 10    Description/Purpose of Amount.

      Date 2             11    Date of dollar amount (format specified in the HDR).
                               Sometimes a second date, such as a Date of Deposit, is
                               Required by some state filing agencies on some schedules.

      Amount Memo     12-17    Memo text related to corresponding Dollar Amounts in 2-7.

EMP   Segment ID          0    Employer / Occupation

      Employer            1    Employer Name

      Occupation          2    Person's Occupation

      Employer Address    3    Address of Employer (Location or Street Address depending on
                               Agency regs.)

      Employer City       4    Employer City

      Employer ST         5    Employer State

      Employer Zipcode    6    Employer Zipcode

BOX   Segment ID          0    Check Box

      Box Group Name      1    Identifier specified by filing agency when multiple check-box
                               groups exist within same area of a form or schedule.

      # Boxes             2    Number of check boxes in a group.

      Box value(s)       3+    Contents of each check Box.

OTH   Segment ID          0    Other/Miscellaneous data segment. Can be followed by any of
                               the following segments: NAM, ADR, BOX, SUM, SUL, SU/

OT/   Segment ID          0    Other/Misc segment end REQUIRED if OTH segment is coded.

SUM   Segment ID          0    Summary Segment.  Precedes all SUL (Summary Line/Row) segments.

      # columns           1    Number of columns represented in each of the following
                               summary lines/rows.

      column names      2-9    Column names. REQUIRED depending on # columns. Defalut names
                               can be A, B, C...
                                 - Special column named DATE can be used to carry date
                                   information rather than dollar amounts.)
                                 - Special column named TEXT can be used to carry text
                                   information rather than dollar amounts.)
                                 - Special column named DEC/NODEC will override the amount
                                   format specified in the HDR segemet)

SUL   Segment ID          0    Summary Line/Row

      Line/Row name       1    Line/row name.  REQUIRED depending on # columns. Default
                               names can be 1, 2, 3...
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ID   Data Element        Pos  Description / Examples

     Amount(s)           2-9  Dollar amounts (format specified in HDR).  Positions 2-9
                              correlate to column qualifiers in SUM Segment.
                                - Exceptions to Dollar amounts can be contained in any
                                  columns which have special column headings:
                                  DATE, TEXT, DEC, NODEC)

SU/  Segment ID           0   Summary Segment end REQUIRED if SUM segment is coded.

     # of Lines/Rows       1   Count of Summary Lines (SUL) segments included within this
                              SUM segment.  REQUIRED.
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Name Qualifier Codes used in NAM Segment:

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Code     Description

BNM      Ballot Name
CAN      Candidate (person)
COM      Committee
CRP      Corporation/Company
DIS      District
FIN      Financial Institution
FND      Fundraising Event Name
GTR      Guarantor of loan
IND      Individual (person)
JUR      Jurisdiction
LND      Lender
MNR      Minor (person)
NCC      Non-Candidate Committee
OFF      Office (name of)
OTH      Other / Miscellaneous
PAC      Political Action Committee
PTY      Political Party
RCP      Recipient of Loan/Payment
SIG      Signatory Name (person)
TRE      Treasurer (person)
VND      Vendor
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Amount Qualifier Codes used in SID Segment:

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Code     Description

CUM      Cumulative
DIR      Direct
FGV      Forgiven amount of a loan
FMV      Fair Market Value of in-kind/non-monetary item
GRN      Guaranteed
IKD      In-Kind contribution
IND      Independent
INT      Interest paid or received on loan
LIM      Limit
MEM      Memo amount (not included in totals)
OWE      Owed / Outstanding
ORG      Original amount of loan
OTH      Other/Miscellaneous
OUT      Outstanding balance of loan
PAY      Paid
PCT      Percent
PLG      Pledged
PRM      Promised
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PRN     Principal payment on loan
RCV     Received
RFN     Refund Amount
TRN     Transfer Amount
YTD     Year-to-date
XMT     Exempt
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